

Videoconferencing at USDC-NH

Our court has two videoconferencing systems.

The primary system integrates courtroom 1, courtroom 4, and desktop systems installed on numerous court personnel workstations.

There is also a portable system (the "roll-around") that can be set up in 4 locations. We have designated the 1st floor Attorney Conference Room (#121) as the easiest location for all attorney conducted conferences and depositions.

Our connection to the outside world is over special telephone lines called ISDN lines. Because only one workstation (or courtroom), or the roll-around, may use the ISDN lines at a time. There are several issues you must plan for.

1. Your time on our system must be reserved well in advance (arrangement made with the case manager assigned to your case) to reserve the equipment and more importantly the lines.
2. You must set a realistic time period that you will need the system and then stick to it.
3. You are responsible for running the equipment. That means that you should practice well before the scheduled event, double check the service and telephone numbers you will be using, and insure that the far end equipment is functioning.

Roll-around Unit - Operating Instructions

1. Plug in the master AC cord (bottom shelf) and the ISDN lines. The ISDN lines are numbered and must be plugged into the appropriate jack on the ISDN connection plate.
2. Turn on TV and Polycom video camera. Using the "TV/Video button on the front of the TV, make sure the TV is set on "video," **not** "TV. The power switch for the Polycom is in back, to the left, as you face it.

NOTE: The green light on the Polycom box should be on before the lines are switched. The Polycom box is located next to the TV (not the camera).

3. If the video camera appears on the bottom of the screen, the lines/connection has not been switched properly. Contact the IT Department in the Clerk's Office to have the ISDN lines switched.
4. Put microphone out on the table, centered between/among the conference participants.
5. Determine where people will be sitting and set camera view with remote control in order to get everyone in the picture, using the directional keypad and zoom button. Zoom in to get a good, tight group. After picture is set, press the menu key.

6. Decide whether you wish to use either of the auxiliary devices described below.
7. Using the remote control (see attached):
 - a. Select **video call** (TV w/video camera - not the "phone") using the directional keypad and press the enter/select button.
 - b. Enter video number or select address book for speed-dial number. (Dial 1+areacode+number - do not use "8")
 - c. Press **green button** to place call. Six "progression dots" line up on the lower left side of the screen. These illustrate the connection progress (six lines are being connected). If connection is made, all 6 "progression dots" turn to green.
 - d. Conduct videoconference.
 - e. When you are finished, press **green button** twice to hang up.
8. If a large black rectangle obscures the television screen, switch the TV off and then back on. This is a local problem with the TV, NOT an ISDN/video conference problem. DO NOT hang up.
9. After the videoconference, **DO NOT** turn off the video camera or the TV. Contact the Clerk's Office and inform them that you are finished.

Auxiliary Equipment

The roll-around has two auxiliary devices that may be of assistance during video conferences or depositions. A video presenter (Samsung) can be used to help send images of documents or other demonstrative evidence to the "far end" location. A VCR has also been provided to record your sessions (you must provide the blank tape). Be aware that the image recorded will only be that shown on the TV screen in our conference room.

Video Presenter (Samsung):

1. Remove the Samsung from the roll around and place it on a table. You have about 5 ft. of cable to work with. Plug in the power cord (there is a power strip on the roll around) and the "S Video" cable. The "S Video" cable is the black cable with the yellow end. It is wrapped up and lying on the bottom shelf of the roll-around cart. It must be plugged into the back of the Samsung in the S Video Output port.
2. Unfold the main camera arm by pressing the "Unlock" button near the back of the unit where the arm pivots. Position it so it is centered over the top of the unit. Now unfold the lamp arms to each side of the unit. (These can be further adjusted later on.)
3. Turn on the Samsung by using the power switch which is located on the left hand side of the unit towards the back.
4. While connected to the videoconference call, on the remote for the Polycom camera (the one you used to set up the call) press the "Near" button twice. This will bring up some source choices. Arrow over to the icon that looks like a video presenter. It

should automatically switch over to the Samsung, but if it doesn't, just press the button on the remote that is in the middle of the arrow buttons. The party on the other end should now see a white screen which is the base of the Samsung.

5. Place your evidence on the Samsung and choose which lamp option you want by using the Lamp source buttons which are located on the left-hand side at the front of the unit. Adjust the zoom and focus with the appropriate buttons that are near the front of the unit. Your evidence will be on the TV screen now and your party will appear in a window in the lower-right-hand corner.
6. To switch back to just the videoconference, press the "Near" button twice again and arrow over to the icon of the camera. Again, it should automatically switch over to the TV, but if it doesn't, just press the button on the remote that is in the middle of the arrow buttons.
7. Pack up the Samsung in the reverse order in which you set it up.

VCR:

1. While the videoconference is connected, turn on the power to the VCR.
2. Make sure there is a tape in the VCR and press the REC button (record) when you want to begin recording. The REC button is located just to the right of the Stop/Eject button
3. Press Stop when you are finished recording, eject the tape from the VCR, and turn off the power to the VCR.

NOTES

1. Our video phone # is 227-0735.
2. Our bandwidth ("speed") is 384K.
3. As recording errors sometime occur on any VCR due to operator error, the VCR should not be relied upon in place of a stenographer during critical depositions or conferences.